



# Historic Preservation Commission

## APPLICATION DEMOLITION REQUEST

PROPERTY ADDRESS: \_\_\_\_\_ DATE: \_\_\_\_\_

APPLICANT'S NAME: \_\_\_\_\_

APPLICANT'S MAILING ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE # HOME/CELL: \_\_\_\_\_ WORK: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PROPERTY OWNER'S NAME: \_\_\_\_\_

PROPERTY OWNER'S MAILING ADDRESS: \_\_\_\_\_

1. Describe in detail each proposal, use additional paper if necessary. Note, on following pages, submittal items and demolition standards.

2. Is there any pending action by another City Department or Regulatory Agency? (Housing Inspection, Zoning, Etc.)  
YES \_\_\_\_\_ NO \_\_\_\_\_ If yes, please specify: \_\_\_\_\_

3. What are the approximate start and finish dates of the demolition? Start: \_\_\_\_\_ Completion: \_\_\_\_\_

4. If approved will the lot be leveled and seeded? \_\_\_\_\_

### APPLICATION APPROVALS EXPIRE AFTER 12 MONTHS

APPLICANT'S  
SIGNATURE: \_\_\_\_\_

**NOTE: Pay special attention to the FILING DEADLINES for Demolition applications as they are four weeks prior to a meeting to allow for public notification requirements.**

**ATTENDANCE AT THE COMMISSION MEETING IS STRONGLY RECOMMENDED, SEE ATTACHED INSTRUCTIONS.**  
The Commission meets once a month in the 2<sup>nd</sup> Floor Conference Room at 1120 Monroe Ave NW at 5:00P.M. The applicant may call (616) 456-3451 for assistance in completing this application and for available meeting dates.

**FEES: A FEE DOES APPLY TO DEMOLITION APPLICATION REVIEWS AND ARE DUE WITH APPLICATION. PLEASE SEE THE ATTACHED FEE SCHEDULE FOR AMOUNTS.**

OVER

## **IMPORTANT**

Please note that in order for the HPC to consider a demolition request the proposal must be found to meet at least one of the four standards.

### **DEMOLITION STANDARDS**

**All demolition requests must meet at least one of the demolition standards and it is the responsibility of the applicant to prove their request meets one.**

- (a) The resource constitutes a hazard to the safety of the public or to the structures' occupants.
- (b) The resource is a deterrent to a major improvement program that will be a substantial benefit to the community and the applicant proposing the work has obtained all necessary planning and zoning approvals, financing, and environmental clearances.
- (c) Retaining the resource will cause undue financial hardship to the owner when a governmental action, an act of God, or other events beyond the owner's control created the hardship, and all feasible alternatives to eliminate the financial hardship, which may include offering the resource for sale at its fair market value or moving the resource to a vacant site within the historic district, have been attempted and exhausted by the owner.
- (d) Retaining the resource is not in the interest of the majority of the community.

## **IMPORTANT**

The following information is recommended as part of an application submittal. Failure to submit adequate information could result in an incomplete application, a tabling, or a denial as the information may be necessary for the HPC to understand the work you propose to do and how it may or may not comply with the guidelines and standards. Please feel free to also include any other information that you feel will assist the review of your application.

\_\_\_\_\_ Photograph(s) of the entire structure(s) in its present condition. Photos can be submitted in hardcopy or electronic format. Current close-up photographs of areas of deterioration if pertinent to the argument as well as full images of the structure. Each photograph should be labeled to indicate what is shown, address, and date of photograph.

\_\_\_\_\_ Clear narrative outlining which of the Demolition Criteria(s) applies to your request and a full explanation, complete with factual data and information, of how your request meets that criteria(s).

\_\_\_\_\_ Criteria A - applications should include the items above plus:

- 1) A minimum of two reports from qualified professionals describing the current condition of the structure with emphasis on structural matters rather than cosmetics.
  - a. For structures of over 750 square feet a minimum of two engineering reports from two unassociated (different companies) are heavily encouraged. These reports must include a full professional analysis of the structure as well as the professional's credentials.
  - b. For structures under 750 square feet two standard reports from a qualified professional may suffice.
- 2) A minimum of two reports from qualified professionals outlining what it would take to stabilize and save the structure. These reports can be combined as part of the condition reports outlined under item 1.
- 3) Site plan, materials list, drawings and narrative explaining how the lot will be treated after the building is removed. Will it seeded for grass?

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Criteria B – applications should include photographs, narrative and:

- 1) Complete narrative describing the proposed improvement program/project.
  - a. Prove that the program/project is of substantial benefit to the Community and that the Community is in support, the community being district and adjacent/immediate neighborhood and neighbors. Illustrate what the community benefit is and how your project will address it in a manner that is of substantial benefit to the community.
  - b. The building is in the way of this program and no other means exist to remedy the situation such as incorporating the building into the program, moving the building, utilizing a different site for the program, etc.
- 2) Provide evidence of financing and compliance with all City Code requirements, illustrate that if approved this project can actually occur.
- 3) Submit complete, scaled architectural drawings of the proposed program/project including site plan, materials list, renderings in-situ, etc.
- 4) Time line for beginning and completing the program/project.  
Typically the building if approved for demolition, cannot be removed until work is ready to commence on the new project.

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Criteria C – applications should include:

- 1) Narrative explaining: the hardship; how the hardship was not caused by the owner/applicant; what has been done to remedy the hardship.
- 2) Disclosure of complete financial status/portfolio to provide proof of a financial hardship.
  - a) Personal income; company income if applicable; assets both private and corporate; all owned property and their value. Value of subject property; income generated from owned property(s), etc.
- 3) Include detailed estimates for doing the needed work, including multiple ways to accomplish it if applicable.

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Criteria D – applications should include:

- 1) Clear demonstration of an existing community issue or need that this project is designed to address.
- 2) Clear demonstration that the project proposed is NECESSARY to SUBSTANTIALLY correct the issue/need.
- 3) Who does the project benefit and how does it benefit the community?
- 4) Illustrate other options that have been explored to address the issue that would not require removal of the historic resource.
- 5) Petitions, letters of support and the like are part of the consideration but not the entire bases for review. If including these items make sure it is clear who is supporting, where they reside (are they part of the community), and why they are supporting (why they find the project to

be a necessary action, what need or issue they believe it is addressing, and how it is a necessary action to substantially correct the issue.

**NOTE:** All photos, drawings and physical samples, etc., become the property of the HPC/City of Grand Rapids. These may be returned to the applicant upon request after no longer needed by the Commission/City. ALL WORK MUST BE COMPLETED WITH GOOD WORKMANSHIP, MEETING CONSTRUCTION INDUSTRY STANDARDS.

**RETURN THIS FORM AND SUPPORTING MATERIALS TO:**

HISTORIC PRESERVATION COMMISSION

1120 MONROE AVE NW

GRAND RAPIDS MI 49503

PHONE: 616-456-3451

EMAIL: rbaker@grcity.us

**CITY OF GRAND RAPIDS INSTRUCTIONS TO APPLICANTS**

1. An application **must** be submitted and approved before commencement of any work or change within a Historic District or upon a designated Historic Landmark. The Historic Preservation Department, 1120 Monroe Ave NW, must receive a complete application packet on or before the listed filing date (see attached meeting schedule). **NOTE THE FILING DATES!** Filing dates for demolition will differ from those applications not requiring a public hearing. All demolitions as defined in the Public Hearing Procedures for the Grand Rapids Historic Preservation Commission, require a public hearing and as such have an early filing date. **Filing dates for Demolitions are four weeks prior to the HPC meeting. Please be advised that meetings can fill up prior to the filing deadlines and that only two public hearings are heard at any single meeting. Please contact staff for information on meetings.**
2. The Commission follows the Secretary of Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings when reviewing applications. See demolition standards on previous page.

Historic Preservation Specialist  
(616) 456-3451

**FEE SCHEDULE**

Fees must be included at the time the application is submitted and are non-refundable.

**Certificate of Appropriateness**

Staff Reviewed Applications

**FEE**

\$25.00

OR

Historic Preservation Commission Reviewed Applications

\$79.00

For Standard Project Application Reviews

**Demolition Application Reviews (includes garages)**

**\$1,085.00**

New Construction Application Review

\$1,085.00

(does not include standard 1 & 2 stall garages)

Large Scale Addition Application Review

\$378.00

(For additions over 1200 square feet)



## 2020 MEETING SCHEDULE – FOR NEW CONSTRUCTION AND DEMOLITION REQUESTS HISTORIC PRESERVATION COMMISSION

Please **TAKE NOTICE** that the HPC meets at the Development Center, Public Meeting Room 201, 1120 Monroe Avenue NW, at **5:00p.m.** **NOTE:** Applications for Certificates of Appropriateness must be submitted **BY** the filing date **PRIOR TO** the meeting. Incomplete applications **will not** be scheduled until all necessary information has been received. **NOTE MEETING AGENDA CAN FILL UP BEFORE THE FILING DEADLINE & WE LIMIT THE NUMBER OF THESE APPLICATIONS PER MEETING.** Applications must be returned to: **Historic Preservation Commission, 1120 Monroe Ave NW, Grand Rapids MI 49503**

MONTH	FILING DATE	MEETING DATE
JANUARY	December 19	January 15
FEBRUARY	January 9	February 5
MARCH	February 6	March 4
APRIL	March 19	April 15
MAY	April 9	May 6
JUNE	May 21	June 17
JULY	June 18	July 15
AUGUST	July 22	August 19
SEPTEMBER	August 8	September 2
OCTOBER	September 10	October 7
NOVEMBER	October 8	November 4
	<b>NO BUSINESS HEARD</b>	<b>Nov. 18, ONLY TRAINING</b>
DECEMBER	November 5	December 2
JANUARY 2020	December 23, 2020	January 20, 2021